

## INSTRUCTIONS FOR PARTNERSHIPS SEEKING RESIDENCY STATUS

W.S. § 16-6-101 (E) and (F) states:

“(E) A limited partnership organized under the laws of the state and which maintains its principal office and place of business in the state and the general partners of which have been residents of the state for a least one (1) year or more immediately prior to bidding upon the contract or responding to a request for proposal;”

“(F) A registered limited liability partnership organized under the laws of the state and which maintains its principal office and place of business in the state for one (1) year or more immediately prior to bidding upon the contract or responding to a request for proposal;”

### DOCUMENTATION AND AFFIDAVIT REQUIRED:

1. Submit a photocopy of each partner(s), member(s) driver's license(s). If the license has an extension, please provide a copy of the back of the license also.
2. Return the completed Affidavit signed by the partner(s) or member(s)
3. Residency certificates ***must be renewed on an annual basis***. The original certificates should be resubmitted to the Department of Employment/Labor Standards.
4. If you have any questions, contact the Wyoming Department of Employment/Labor Standards, 1510 E. Pershing, West Wing, Room 150, Cheyenne, WY 82002, Telephone (307) 777-7261, FAX (307) 777-5633.